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CENTRAL INTELLIGENCE AGENCY

Office of Basic Intelligence

Washington, D. C.

NIS Memo No. 7

10 March 1959

(Formerly NIS Memo No. 20
dated 20 August 1954)

MEMORANDUM FOR: NIS Contributors

SUBJECT: Maintenance of NIS

1. Each NIS unit, as soon as completed for publication, is placed on an active Maintenance basis by the agency or agencies with responsibility for the unit.
2. The agency concerned is responsible for an adequate supporting collection effort, for a continuing appraisal to determine when there is sufficient basis for Maintenance replacement of the published unit, and for scheduling the production of a Maintenance unit considered to be required.
3. Production of a Maintenance replacement for a published NIS unit is undertaken on the basis of any one or combination of the following criteria:
 - a. Fundamental changes within or affecting the NIS area, or in the intelligence appraisal of the area;
 - b. Availability of data to fill important intelligence gaps in the published unit;
 - c. More recent detailed data of a significant nature;
 - d. New NIS requirements in response to policy, planning, or high level operational needs.
4. Major changes within an NIS area, developments significantly affecting relationships with other countries, or significantly revised intelligence evaluations of the area situation are a primary occasion for production of a Maintenance unit. Maintenance on this basis is undertaken, however, only after sufficient opportunity to permit identification and evaluation of the changes as being fundamental rather than of relatively transient or secondary significance.
5. In addition to the standing requirement for systematic and continuous collection of basic information for NIS purposes, each successive Maintenance unit is expected to fill important intelligence gaps.
6. Statistical and other detailed data more recent than those in the published unit normally are incorporated in a Maintenance production, but Maintenance primarily based on more recent data requires that such data be of significant intelligence value.

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7. Maintenance provides opportunity to develop and incorporate material to meet new policy, planning, or high level operational intelligence requirements which are considered by the NIS Committee to be within NIS scope and production capabilities.

8. Production of successive Maintenance units presents both opportunity and requirement for thorough re-examination of all aspects of the content and intelligence adequacy of previously published units. Successive Maintenance units are expected to reflect progressive improvement in methodologies and effectiveness of basic intelligence collection, research, coordination, and NIS presentation.

9. For all phases of Maintenance planning and production, the facilities of the Office of Basic Intelligence (OBI/CIA) are available to NIS contributors. OBI maintains a special file on each published NIS unit which contains suggestions relative to Maintenance revision of the unit. Early in the process of planning for a Maintenance unit contributors are expected to consult these files and confer with OBI specialists on experience with previous units, analysis of requirements, and presentation and scheduling considerations, to facilitate both contributor preparation and OBI processing of NIS Maintenance.

10. As in other aspects of the NIS program, cooperative experience with Maintenance production is expected to develop principles and procedures for progressively advancing the accomplishment of the NIS mission.

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